



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Peace Officers Standard and Training Council 4301 Memorial Drive Suite #1 Decatur, Georgia 30032	Application Number <b>81-85</b>	
Application Number		Date Received <b>FEB 3 1981</b>	Date Completed <b>FEB 11 1981</b>
2. Person to Contact Mr. Dave Rannefeld		Working Title Personnel Specialist	Telephone Number 6134
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1/78             To date		5. Records Series Title (followed by title used in office, if different) Test Answer Sheets	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?  The Georgia Peace Officer Standards and Training Council is responsible for compiling information, maintaining files and issuing certificates to all qualified peace officers in Georgia who come under the Georgia Peace Officer Standards and Training Act, Georgia Laws 1970.	
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      Evaluating individuals for law enforcement training  Included are:      Machine- Graded Answer Sheets    File is arranged: Alpha by Test Location	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>.2</u> ; Seven to twelve months old <u>.2</u> ; Thirteen to twenty-four months old <u>.05</u> ; twenty-five months and older <u>.05</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need. A peace officer's employment and certification hinges upon the score obtained on this test. POST expects various court challenges and anticipates the need to retrieve these sheets to answer questions of validity and discrimination for the court.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☒ Transfer to local holding area; hold 4 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Con \_\_\_\_\_

Concur ✓

Dave Rannefeld  
Dave Rannefeld, Personnel Specialist

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	1-16-81	<u>[Signature]</u>	1/8/81
81-85		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	2-10-81
		Secretary of State/Designee	2-9-81
		Attorney General/Designee	2-9-81